EMBARK
FEDERATION

Ambitious · Supported • THRIVE • Healthy · Safe · Happy

Fairfield Infant and Nursery School

'Learning for Life'

Attachment & Relationship Aware Schools

Welcome to Fairfield Infant and Nursery School!

A very warm welcome to Fairfield Infant and Nursery School. We hope you learn lots of information about our school. If you can't find the information you are looking for, please do not hesitate to contact us.

We are a busy, friendly Attachment and Relationship Aware school for pupils aged from 2 to 7 years old.

"Learning for Life" is our motto, and we strive to provide a high-quality education and learning experience for all pupils, catering for their individual needs. Staff, Governors and pupils all work hard so that children can achieve their full potential in a happy, supportive and caring environment.

We pride ourselves in placing the children in our school at the heart of everything we do, providing them with an exciting curriculum and varied enrichment opportunities.

Our school code of "RESPECT" underpins everything we do.

We look forward to welcoming you and your child to our wonderful school, and working in partnership with you to give your child a happy, positive start to their lifelong learning journey.

Jenny Allin, Headteacher

About Our School

At FINS your child is at the centre of everything we do, and we strive to ensure that they thrive. We provide a safe and healthy environment to develop happy pupils who are able to reach their full potential, and leave our school looking forwards to the future.

Our school has seven classrooms and a spacious Nursery unit. There is also a large hall, multi-purpose teaching areas, a number of 'break-out spaces' including the Zen Den and The Alcove as well as an outdoor learning area known as The Spinney. We also have a spacious playground with climbing frame and games, a tyre play area and two enclosed gardens.

The organisation of children in classes varies from year to year depending on the number of children in school. This year the average class size is 24 children.

Teachers work together in each year group to plan your child's learning, following the National Curriculum. Further details of planning are available on the school website.

Our School Staff

Headteacher
Mrs Jenny Allin

Deputy Head
Mrs Sarah Hewitt (Designated Safeguarding Lead)

Teachers
Mrs Gaynor Blore
Miss Nicola Hodgkinson
Mrs Catherine Hawkes
Miss Jessica Salt
Mrs Vanessa Langley
Mr Reece Waring (SENCo)
Mrs Valerie Pow – regular supply teacher

Teaching Assistants
Mrs Zoe Clark
Mrs Debbie Clowes
Mrs Katy Dempster
Mrs Louise Golden
Mrs Sarah Rawnsley
Mrs Vicky Staden
Mrs Emma Stewart
Miss Jasmine Fawcett
Mrs Claire Pritchard
Miss Rachel Mellor
Mrs Sophie Ellis
Mrs Adele Norton
Mrs Nina Gilman-Hawkes
Mrs Kerry Hill
Miss Abigail Jones

Office staff
Miss Fiona Nock (Senior Business Assistant)
Mrs Stephanie Della Cioppa (Business Assistant)

Midday Supervisors
Miss Jasmine Fawcett (Senior Supervisor)
Miss Rachel Mellor
Mrs Jane Doyle
Mrs Kayley Fletcher
Mrs Claire Pritchard
Miss Nadine Middelton
Mrs Nina Gilman-Hawkes
Miss Abigail Jones

Nursery Middays
Mrs Debbie Clowes (Senior Supervisor)
Mrs Kerry Hill

Caretaker
Mark Smith

Cleaners
Mrs Kayley Fletcher
Mrs Annette Furmanek
Miss Danielle Harrison

Kitchen staff
Mrs Dilys Brunt (Kitchen Supervisor)
Mrs Diane Pilkington
Mrs Sue Holmes

Our School Governors

Our Governing Body recognises the importance of working closely together with parents to provide a good education for all our children. They aim to provide every opportunity for parents to contribute ideas and suggestions and are always keen to find out parents' views about our school and how it works. They are committed to providing the highest quality of education for all.

Chair of Governors
Mr Peter Ambrose

Vice-Chair
Mrs Rachel Johnson

Local Authority Governor
Mr Peter Ambrose

Parent Governors
Miss Jenna Staples

Co-opted Governors
Mrs Sarah Hewitt
Mrs Rachel Johnson
Mrs Jenny Le Port
Mrs Celia Kelly

Head and Staff Governor
Mrs Jenny Allin
Mrs Kerry Hill

All Governors are unpaid volunteers.. The Clerk to the Governors is Miss Fiona Nock (who can be contacted through the school).

Uniform

Uniform is compulsory for ALL school aged children.

We have an 'ACTIVE UNIFORM' which we feel will be more affordable for you and more practical for the children.

We no longer have a separate PE Kit.

Children are able to wear black joggers or leggings and dark coloured trainers all day every day, to enable them to participate in sports and outdoor activities anytime throughout the week.

Our uniform supplier is HEADMASTERS SCHOOLWEAR, who are based in New Mills. Uniform can be ordered online at www.headmasters-schoolwear.co.uk or by calling in to the shop. All opening times, choices, prices etc. can be found on their website.

They also sell two choices of book bag, which can be embroidered free of charge on request, which ALL children will need for bringing books/homework etc. home in.

OUR UNIFORM POLICY

NAVY sweatshirt/cardigan or fleece – WITH LOGO WHEREVER POSSIBLE
White or navy polo shirt
Black joggers/leggings (shorts optional for Summer)
Black/Dark coloured trainers

We have samples of sweatshirts and cardigans in school for you to compare for sizing.

We have logoed water bottles available in school. These can be purchased from the main office for £1.50 each.

Jewellery Policy

For Health and Safety reasons, the Governors have adopted a 'no jewellery' policy for health and safety reasons. The full policy is available from the school office and on our website

If a child is wearing jewellery **(including earrings)** he/she will be asked to remove the item(s) and keep them in an envelope in his/her drawer until the end of the school day. Teachers cannot remove children's jewellery for them.

Unfortunately, children cannot take part in P.E. or play outside if they are wearing earrings. As there is no supervision for children wearing earrings over lunchtimes, parents will be required to take their child home for dinner. We will contact the parents of any children whose jewellery cannot or should not be removed.

The School Day

Main School

8.40 am: School doors open for breakfast and registration

9.00 am: Registration closes

10.25am – 10.40am: Morning Break

12.00pm - 1.00 pm: Lunch

2.30pm – 2.45 pm: Afternoon break

3.10pm: Home time.

Nursery

Morning session: 8.45am until 11.45am

Afternoon session: 12.15pm until 3.15pm

Alternatively, children may attend for 2½ full days (Mon, Tues, Wed am, or Wed pm, Thurs, Fri)

30hrs funded sessions available. Check if you are eligible at www.gov.uk

2 year-old funded sessions available. Check if you are eligible at www.derbyshire.gov.uk/fcc, or email freechild-care@derbyshire.gov.uk or call 01629 539316/01629 539317/01629 539319.

After-School...

AFTER-SCHOOL ACTIVITIES

Weekly Dance is run after school by Jennie LePort from Re:bound. There is a charge for your child to attend this club, which runs from 3.10pm at the end of our school day until 4.10pm. At different times throughout the year other activities may be offered.

OUT OF SCHOOL CARE

Breakfast club and Afterschool Club are run from School. For Breakfast Club children can be dropped off from 8am at the main office gate. After School Club runs from the end of the school day until either 4:30pm or 5:30pm. Charges for these services can be found on ParentPay. Please contact the school office to make a booking.

Healthy Eating and School Meals

All children are encouraged to drink water throughout the day and children are asked to have a clean water bottle in school for this purpose.

At the start of the day we offer a free breakfast in school, where children are offered toast before registration.

Before playtime children are offered a piece of fruit and are encouraged to drink some of their water.

Every Infant School child is entitled to a free school dinner, which is freshly prepared on the premises. Dinner menus are available on the school website. All dietary requirements are catered for so please ask if you have any specific medical needs.

Safeguarding

Fairfield Infant and Nursery School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Consequently all adults working in school are required to complete a DBS enhanced police check complete an annual declaration to confirm there have been no changes to their circumstances.

We have policies and procedures in place, in line with statutory laws and guidance, that are adopted by all staff and governors. These are regularly monitored and reviewed to ensure we are following the latest guidance and meeting the needs of our children. Our safeguarding policy and related policies are available to view on our website.

All staff receive annual training on child protection and online safety. If they have any concerns about a child they are asked to report any causes for concern to the School Safeguarding Team in accordance with school policy. Our Designated Safeguarding leads are Mrs. Sarah Hewitt, Mrs. Jenny Allin, Mrs. Kerry Hill and Miss Rachel Mellor. Miss Mellor is also our family support worker. She is available for help and advice on any aspect of school or home life. The governor with responsibility for safeguarding in our school is Mr. Peter Ambrose.

If you have any serious concerns about your child or any other pupil at Fairfield Infant And Nursery School, please do not hesitate to contact a member of the safeguarding team.

Sometimes we may need to share information and work in partnership with other agencies, when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with parents/carers first, unless we have reason to believe that such a move would be contrary to the child's welfare.

Inclusion

At Fairfield Infant and Nursery, we celebrate the individuality of all pupils, and we support children to enjoy their time at school and be successful.

We work with other professionals, parents and the children themselves to find out what they need and how best to support them.

When children need extra help to access the curriculum, we ensure that we give them the best support we can. We have a dedicated team of teachers and support staff working towards this aim. Children's needs are catered for within their own class and, where appropriate, may be withdrawn for short periods to work with a specialist adult, individually or in a small group. Similarly, children who need further challenge are provided with opportunities to extend their learning further.

We know that children do best when we work closely with families, so parents/carers are always welcome to see us to discuss their child's progress.

For further information, please see the SEND area on our school website. *https://www.fairfieldinfantandnurseryschool.co.uk/special-educational-needs-and-disability/*

Health and Welfare

When your child starts with us, we will ask you to supply your own telephone number and any additional emergency contact numbers.

Should any of the above change, please notify school as soon as possible.

Please advise school by telephone of your child's absence on the first morning.

Please note that children who have been vomiting/had diarrhoea should not return to school until 48 hours after their last sickness/diarrhoea.

Please can families check their children's hair on a regular basis for head lice and treat if necessary.

If your child has anything infectious, please notify us so we can advise other parents to check for symptoms.

Administration of Medicines

Administration of medicines to children recovering from a short-term illness is permitted, but the following guidance from Derbyshire County Council must be followed:

1.To avoid unnecessary taking of medicines at school, parents should be aware that a three times a day dose can usually be spaced evenly throughout the day and taken in the morning, after school and at bedtime e.g. 8am, 3.30pm and bedtime.

2. Ask the prescriber if it is at all possible to adjust the medication to enable it to be taken outside the school day.

3. Where possible, parents should come into school to administer the medicine.

4. If medication has to be administered at school, parents must ensure that medicines are provided in the original container as dispensed by a pharmacist and must include the prescriber's instructions and the patient information leaflet for administration. School staff are not allowed to accept medicines that have been taken out of the container as originally dispensed.

5. All prescription medicines should be accompanied by a consent form which is available at the school office.

Children who require permanent medicines or medical intervention during the normal school day will have a Formal Health Care Plan by special agreement with the school and external health care professionals.

Children with asthma have supervised access to their inhaler whenever necessary.

With the exception of guide dogs, dogs and other animals are not permitted on the premises.

Educational Visits

As often as possible, we will provide first hand experiences in order to enrich their learning.

Parents may be asked to make a voluntary financial contribution to enable the visit to take place.

Parents are asked to sign a form to agree to their child being taken out and about locally to support their learning.

If you have any further questions about trips please speak to our Educational Visits Coordinator, Mrs Vanessa Langley/Mrs Gaynor Blore.

Snow and Icy Weather Arrangements

Ice/snow on the playground

If we decide the playground is dangerous, the children's entrance gate will be locked. We will try to send a text before school if there is time.

Please bring all children up the main school path towards the office, then take them to the appropriate door (see below). Children come in to school on their own where staff will be on hand to help them with boots, coats etc. and to ensure they go happily to class. Please make sure your child has all their bags in their hand before you get to the door, this helps to avoid congestion around entrances.

Reception children (Rabbits/Squirrels) should be taken to the **Nursery** front door, where staff will meet them.

Year 1 and Year 2 children (Owls, Ladybirds & Foxes) should be taken to the main school front door.

If the playground is still dangerous at the end of the day, you will receive a text asking you to collect your child from the same entrance where you dropped them off.

Snow

We will always try to open the school, but this will depend upon whether it is safe enough to do so and whether we have the correct amount of staff to ensure the children's safety.

If it is snowing, **please do not** call the school and wait for a text message from the school to say whether we will need to close. It may be necessary to open at a later time in the morning to allow for the roads to become safer and to allow time for staff to travel to work safely.

If we are open, we would ask all families to arrive by the main path/office entrance and to make sure all children have wellies or suitable footwear which can be changed once inside the building.

There may be times when school has to close during the day if the weather becomes worse. If this happens we will send a text message asking for your child to be collected from school as soon as possible. This will allow us all to return home safely.

Behaviour and Relationships Policy

Connection before Correction

We believe that strong respectful **relationships** are central to how we manage behaviour at our school. Pupils learn best when they feel happy, safe and cared for and the wellbeing of all our school community is important. We recognise that we are all imperfect human beings, and will not get things right every time, but will strive to do our very best for our pupils.

Our Policy is based on the belief that:

Social, Emotional and Mental Health Needs are an **additional need**, and will be supported accordingly.

Staff are role models who should behave in a professional and calm manner at all times.

All pupils are valued and respected equally. It is our **collective responsibility** to support children with their behaviour.

Code of conduct

This is based on one word: **RESPECT.** We define respect as meaning;

"a way of treating, or thinking, about something, or someone, with care."

This means we;

respect each other (we listen, we are kind and gentle, we look after each other, we share, we tell the truth).
respect property (we look after school materials and the premises)
respect ourselves (we try our best, we value our learning, we make healthy choices
respect the wider world (we look after the environment, we recognise British values and other cultures and beliefs)

This respect should be evident between all members of our school community.

Zones Of Regulation

Zones of regulation is an evidence based framework designed to help individuals manage their emotions and behaviours. It categorises feelings and energy levels into four colour coded zones. We teach children to talk about and recognise their feelings and link it to a colour. We then teach them different strategies and techniques that can help them stay in, or move toward green.

Mental Health and Wellbeing

We are a SMILERS school. That means we teach the children different ways to stay mentally well. Smilers is an acronym to help us remember the things we can do to improve our own mental health. This is for grown-ups, as well as for children.

Rewarding Positive Behaviour

We have high expectations of all pupils, but recognise that achievements are individual. We differentiate our approach to managing different children's behaviour. In some circumstances the general guidance in this policy may not be appropriate to an individual. In this case, that child would have a Behaviour Plan. Individual children are awarded points to Class Dojo. These are linked to our Code of Conduct & Learning Behaviours. Each year group devises a system where Class Dojo points are collected and this leads to a visit to the Golden Box or to receive a certificate from Mrs Allin.

In Friday Celebration Assembly children are rewarded for;

Star Writer (1 per class)

Learning Behaviour (1 per class)

Head teachers' Respect

Managing unwanted behaviour

At FINS behaviour is interpreted as communication. Staff will always act in a way that is mindful of any possible triggers and underlying causes of these behaviours (e.g. Is the child hungry? Is there a safeguarding concern? Is there a SEND need?).

If behaviour is a persistent concern, school staff and parents will meet together. It may be that , by sharing information, solutions are quickly found. On rare occasions a Supportive Behaviour Plan will be devised and regularly reviewed with staff and family.

The full Behaviour Policy and more information can be seen on our school website.

Attendance and Absence

It is extremely important that your child attends school regularly to achieve continuity in his/her learning process.

Children should only take days off from school when they are ill. If your child is struggling to attend school for other reasons, staff will work closely with the family to support attendance. This may include making adjustments for the child in school, or supporting the family through an Early Help. Assessment.

Doctors and dental appointments should be made before or after school, if possible. If this is not possible they should be made at the beginning or end of the day.

If your child is absent from school, then please do one of the following:
Telephone school with a message, which will be passed on to the class teacher.
Leave a verbal message at the office or with the class teacher.

Term Time Exceptional Leave of Absence

DfE regulations make it clear that Headteachers should NOT grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

As a consequence, no leave of absence will be granted for reasons that are not considered to be special or exceptional such as;
Availability of cheap holidays and cheap travel arrangements
Days overlapping the beginning and/or end of term

Any requests should be made on a request form available from the school office prior to any arrangements being made. Each request will be assessed individually and a decision will be made based on a number of factors such as whether any previous requests have been made, the child's current and previous years' overall attendance figure and the nature of the "exceptional" request.

Home School Partnership

We aim to develop a strong partnership with all parents. Regular parents' evenings are held, giving parents the opportunity for a private meeting with the teachers and the chance to browse through their child's work. Parents are invited into school for special events e.g. Parent's Workshops, Harvest Festival, class assemblies and Christmas events.

We have a Parent and Teacher Association who will welcome new members. If you are interested, please ask at the school office for further information and contact details.

You can keep yourself up to date with school news by reading the Newsletter and visiting the school website. Please feel free to speak to staff if you have any feedback for school - comments and/or suggestions as this really helps us to make continuous improvements.

Home Learning

All children, Reception—Year 2 are expected to read a phonetically decodable book at at home, supported by an adult. The online phonics books families access at home are well matched to the children's phonic ability and follow our Little Wandle Phonics Programme. Year 1 and 2 children will then read book banded books that will encourage their use of phonics, broaden their vocabulary and provide further opportunities to discuss a variety of texts and deepen understanding.

Children get a Dojo point each time they read at home. They also earn a raffle ticket when they read at least 3 times per week. Our raffle is drawn at the end of each term with the prize of a Family Movie Night!

Working with you...

If you have any problems while your child is at school, please do not hesitate to contact us. The quicker a problem is discussed with staff in school, the quicker and easier it can be resolved.

If any parent is unhappy with the education that their child is receiving or has any concern relating to the school, attempts should be made to resolve the issue informally at the earliest opportunity and we encourage them to talk to the child's class teacher immediately.

If, as a parent, you feel that the complaint has not been dealt with appropriately then you should see the Headteacher and if still unsatisfied then follow the school complaints procedure. Full details of the complaints procedure can be found on the school website or please ask at the school office.

Our Classes...

Fairfield Infant and Nursery School

Butterflies, Ducks and Moles

(Nursery)

Rabbits & Squirrels

(Reception)

Ladybirds

(Year 1 & Year 2)

Foxes

(Year 1)

Owls

(Year 2)